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17 JAN 1969

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MEMORANDUM FOR: Planning Officer, DD/S&T

SUBJECT : Support Directorate Requirements for Planning
in the Program Period FY 1971-1975

1. The attached checklist has been prepared as a result of the Planning Officers' meeting on 9 January 1969. Since Support Directorate plans must be related to the plans of the Directorates being supported, a review of your Directorate's plans against the attached list would improve our capabilities to support your programs. Most of the items on the checklist should be considered against the whole range of Support functions, including security, medical, training, personnel, finance, logistics, and communications.

2. When you have identified new activities or changes in your existing programs impinging upon support, I would appreciate the opportunity to review them with you. I believe that a written response should be deferred pending discussions between the two of us at a relatively early date.

Chief, DD/S Plans Staff

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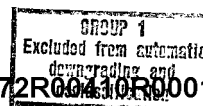
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Support Directorate Requirements for Guidance or Information

FY 1971-1975 Program

1. Staffing

- a. New projects or plans which will require additional staff or contract personnel, both Headquarters and Field.
- b. Decreases in staffing anticipated in any activity, both Headquarters and Field.
- c. Changes in your programs which will require changes in employment levels of hard-to-get categories of personnel, both Headquarters and Field.

2. Headquarters Support

- a. Plans, especially those regarding reorganization, which will require major changes in space or equipment.
- b. Anticipated requirements for special purpose space such as vaults, secure areas, laboratories, machine shops, or other non-office space.
- c. Plans which will require corresponding changes of emphasis in support furnished by Support Offices.
- d. Changes in automatic data processing facilities.
- e. Modifications in cryptographic, telephone, telecopier, and other communications needs.
- f. Plans impacting upon records storage facilities.

3. Field Support

- a. Any projects or revisions in existing projects requiring modifications in the type and quantity of support required.

- b. Any construction requirements and major renovations of existing facilities requiring support from the Office of Logistics.
- c. New communications facilities and any required up-grading of existing facilities.
- d. Changes in levels or categories of supplies required.
- e. Programs requiring changes in levels or type of Support personnel.

4. Special Support



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5. Printing and Publications

- a. Additional publications planned.
- b. Changes in quantity or specifications of material being printed.